

SECRET*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

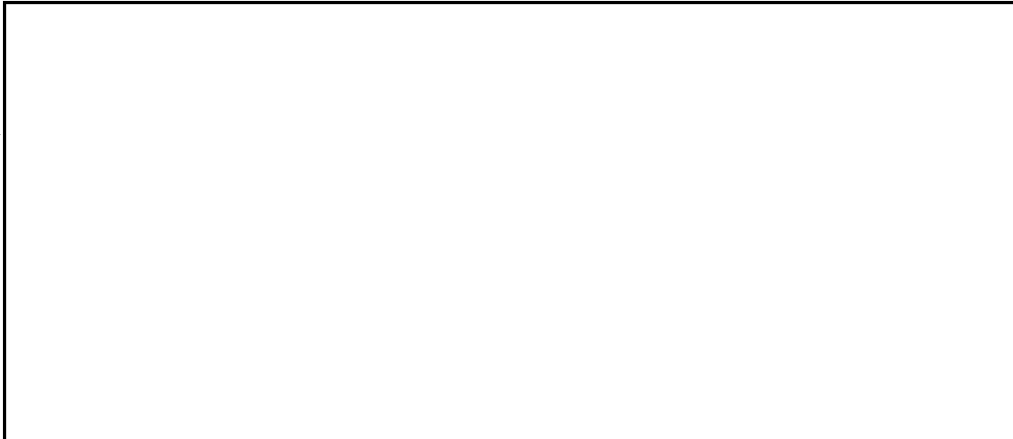
DATE: 18 July 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #29

I. SIGNIFICANT ITEMS - NoneII. OTHER ITEMS:


A.



B.

C. Registrar's Office:

1. The Registrar's Reminders for the 1 August issue of the OTR Bulletin were submitted to the editor on 16 July.

2.  FE Division, reported on 16 July for three days of briefing on the general procedures followed by the Registration Section.

D. Preliminary Budget Hearing - XO/TR, DC/AB/TR, and ABFO/TR met with representatives of the Budget Division on 12 July to discuss the OTR Operating and Preliminary Budget Estimates. The revised estimates were submitted informally to the Budget Division on 17 July. The Project Review Committee and the DCI will review the Agency budget on 18 July, at which time any cuts to be made will be finalized.

E. Report of Obligations - The final report of OTR obligations for FY1956 was submitted to the Finance Division on 13 July. This report will be used as a basis for establishing the FY1956 figure used in the final Office Estimates budget.

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- F. Military Reimbursables and Non-reimbursables - OTR gave two non-reimbursable military positions back to MPD beginning with FY1957 (1 July 1956). This will leave OTR with a total of nineteen non-reimbursable military positions. All other military personnel assigned to OTR will continue to be reimbursable.

G.

[Redacted]

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- H. Personnel Abroad

[Redacted]

with the Personnel Section, have drafted a dispatch for use in notifying personnel currently in the foreign field that OTR plans to utilize them upon their return. This dispatch is intended to give the individuals some insight into the advantages of a tour of duty with OTR.

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- I. Delinquency Statements - A reply to the recent IBM delinquency statements was sent to Finance Division on 10 July 1956. Of the fourteen persons listed as delinquent, only one OTR advance remains unsettled.

- J. Naval War College - The Agency candidate nominated to attend the Naval War College, Newport, R. I., from August 1956 to June 1957, received a final administrative briefing from the Processing Section on 17 July. This briefing was attended by

K.

[Redacted]

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- L. Armed Forces Staff College - The Agency candidate who recently attended the Armed Forces Staff College, Norfolk, Virginia, was debriefed by the Processing Section on 11 July 1956.

M.

[Redacted]

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- N. External Training - During the past week the Processing Section processed persons to attend courses at [REDACTED]
[REDACTED] Foreign Service Institute, School of Advanced International Studies, and Naval War College.

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- O. PERSONAL ITEMS:

[REDACTED]

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